

COMPENSATION & BENEFITS (CONT.)

- **Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria benefit plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits include medical, dental, disability, and AD&D insurance. (**NOTE:** Not applicable to County employees who are currently in Flex.) Group variable universal life insurance is also available including a County matching contribution of 50% of the cost.
- **Non-Elective Days** - 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Flexible Spending Accounts** - Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** - Optional tax-deferred income plan may include a County matching contribution up to 4% of employee's salary, effective July 1, 2011.
- **Deferred Compensation Plan (457)** - Optional tax-deferred income plan may include a County matching contribution up to 4% of employee's salary, effective July 1, 2011.
- **Holidays** - 11 paid days per year.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

The County of Los Angeles is an Active Equal Opportunity Employer



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1. Candidate's ability to meet the requirements as stated in the Qualifying Experience & Education and Desirable Qualifications & Experience sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Materials received by **February 10, 2011** will receive first consideration.

Please submit statement of interest, resume, and supporting documents to:

LAZARO GONZALEZ
500 West Temple Street, Room 555
Los Angeles, CA 90012
Phone: (213) 974-2786
Fax: (213) 613-4773

E-mail: AsstDirHR@hr.lacounty.gov

This announcement may be downloaded from the
COUNTY OF LOS ANGELES website at:
<http://hr.lacounty.gov>

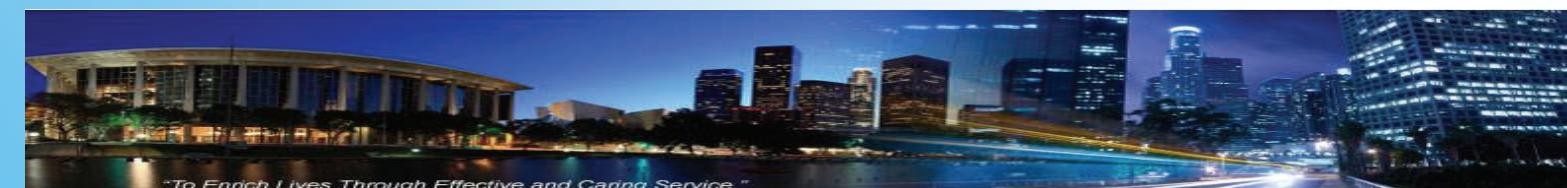


THE COUNTY OF LOS ANGELES
Invites Resumes For

ASSISTANT DIRECTOR, HUMAN RESOURCES (Unclassified)



Filing Period
JANUARY 27, 2011 — Until the Position is Filled



"To Enrich Lives Through Effective and Caring Service."



THE COUNTY OF LOS ANGELES

With a population of approximately 10 million people, Los Angeles County has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. Department heads report to the Chief Executive Officer (CEO) with the exception of three elected officials (Assessor, District Attorney, and Sheriff) and four appointed positions (Fire Chief, Auditor-Controller, County Counsel, and Executive Officer of the Board of Supervisors).

The County has an annual budget in excess of \$24 billion, and 37 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) is committed to providing innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. DHR delivers services which include employee recruitment, benefits administration, employee performance management, and training and development. The eHR project is also underway to automate and streamline various HR processes. DHR serves as the central agency for HR and partners with line human resources operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

MISSION

Provide innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce.

The goal for DHR is to deliver the mission, vision and strategic direction of the County through its employees – the individuals who make the difference in providing services for the citizens of Los Angeles County. The department's budget is \$51.2 million and has 290 budgeted positions.

THE POSITION

The Assistant Director, Human Resources, is an unclassified position, reporting directly to the Chief Deputy Director.

Positions allocable to this class assist the Director and Chief Deputy in the administration of the County's central human resources department. Each is responsible for assisting in the formulation and implementation of administrative or program policy and procedures with responsibility for directing, through subordinate managers, one of two branches comprised of a group of divisions. Incumbents must exercise a thorough knowledge of organization, program and human resource management, legislation related to the particular programs they manage; and the relationship between the department's activities and those of other County departments and agencies.

KEY RESPONSIBILITIES

The Assistant Director's duties include, but are not limited to, the following:

- Assists in development of objectives, policies and procedures within the scope of Board of Supervisors' policy, Civil Services Rules and other regulations for Countywide human resources administration; directs execution and evaluates work accomplished.
- Formulates branch policy, directs and evaluates work of branch divisions and assists in directing development of changes in organization and work processing.
- Assists County management to obtain, develop, utilize and maintain an effective and balanced workforce.

- Manages the operation of a branch, including budgetary activities, staff and resources deployment, and report preparation.
- Serves as a business partner with departments to achieve Countywide HR objectives.
- Develops and maintains liaison with the Board of Supervisors, line departments, the public and outside agencies on human resources matters.
- Acts for the Director and/or Chief Deputy in his/her absence.

QUALIFYING EXPERIENCE

Five years' experience directing or managing at least one or more major human resources divisions (i.e., Recruitment, Selection, Classification, Compensation, Organizational Development or Design, Benefits, Employee Relations, HR Administration, HR Information Systems) in a central or corporate Human Resources Department or Agency.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

DESIRABLE QUALIFICATIONS

- A Bachelor's degree or higher from an accredited college or university.
- Proven management, organizational and leadership skills to administer a comprehensive and complex human resources program for a large public sector organization.
- Demonstrated experience in developing and administering innovative HR strategic planning objectives and managing the change processes.
- Ability to effectively plan, prioritize, and communicate on a myriad of highly complex and sensitive human resources issues at all levels of the organization.
- Demonstrated knowledge and experience in the implementation and evaluation of performance-based metrics.
- Strong interpersonal and written and oral communication skills and a commitment to organizational goals and strategic plans.
- Comprehensive knowledge of federal and State regulations affecting human resources management.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of Personnel for consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

COMPENSATION & BENEFITS

COMPENSATION: Compensation is open to negotiation. Starting salary will be dependent on qualifications, salary history, and career accomplishments. Specific salary placement will be based upon the Director of Personnel's evaluation of a candidate's overall ability to provide exemplary leadership to the department. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Pending Board of Supervisors' approval, this position will be compensated at MAP Range R-17 (\$142,883 - \$216,264).

BENEFITS: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

- Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. **The Los Angeles County Employees Retirement Association (LACERA)** has reciprocal agreements with several public retirement systems in California.